WOHI – Worker History

This screen is used to display a history of workers on a case.

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WOHI                     WORKER HISTORY              11/21/03  10:40:53
                                                     KIM   C
CASE NAME: FONZARELLI, ARTHUR                  CASE NUMBER: 000002
  QS  _OPA                        QS  _WORC
CURRENT   T 56 4 34                      J 56 1 16
WORKERS: DEAN, JAMES                   BOOP, BETTY

 CASELOAD NO        WORKER NAME                  START DATE   END DATE
T 56 4 34          DEAN, JAMES                    122003      999999
T 56 9 99          TRANSFER, CASE                 122003      122003
T 47 3 05          RIZZO, BETTY                   120103      122003












 PF6=FIRST PAGE   PF7=PRIOR PAGE   PF8=NEXT PAGE              NEXT-->

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QS = Quick Select field.

Display Fields

CASE NAME

The case name (Primary Information person) is displayed.

CASE NUMBER

The TEAMS case number is displayed.

CURRENT WORKERS (OPA and WoRC)

The worker type, caseload number, and name of the current worker are listed here.
There is a space for a Social Service Specialist and another for a WoRC Case Manager.

CASELOAD NO

The worker types, county numbers, unit numbers, and worker numbers of all workers
who have ever been associated to the case are listed here.

WORKER NAME

The worker name (Last, First) is displayed here.

START DATE

The date the worker was associated with the case is displayed here.

END DATE

The date the worker transferred the case or was no longer associated with it, is displayed here. If the person is currently associated with the case, TEAMS will display 999999.

Quick Select Fields on WOHI

To access the listing of WoRC Case Managers, type any character in the field next to WORC. (This field is only accessible when the OPA Case Manager listing is displayed.) When the WoRC Case Manager listing is displayed, you can use the quick select field next to OPA to access the listing of the OPA Case Managers again.

Navigation Fields and Fkeys

NEXT- ->	This field allows the user to access the next desired screen by typing the screen name.
F2	The F2 key returns to the last TEAMS *menu* that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F6	If more than one page of worker history is available and the user is viewing any screen other than the first, pressing F6 returns to the first WOHI screen.
F7	If more than one page of worker history is available, pressing F7 returns to the previous WOHI screen.
F8	If more than one page of worker history is available, pressing F8 displays the next WOHI screen.
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen.

Tips on WOHI

➢ A case number is required, to access WOHI.

➢ If a case is transferred and then transferred back the same day, date spans will show as they do on the WOHI screenprint on page 1.

➢ Transferring a case to the closed number will not be reflected on WOHI.

➢ For more information (including a demo of how to use WOHI – access "TEAMS Demonstrations" on the Bulletins page), please access the TEAMS Training Website at:

https://dphhs.mt.gov/sevp/teams/teams_tools/teams_tools_home.htm